



cultivate ▪ communicate ▪ celebrate  
DESIGN EXCELLENCE

## Durham Appearance Commission

### M i n u t e s

September 15, 2010 ▪ 5:30 p.m.  
Conference Room GA  
Ground Floor, City Hall

I. Call to Order 5:48 pm

**Attended**

Mayowa Alabi (MA)  
Christina Conitzer (CC)  
Mark Hough (MH)  
Derek Jones (DJ)  
Todd Parrott (TP)  
Wanona Satcher (WS)  
Lesley Storbet (LS)  
Susan Straw (SS)  
Kevin Turner (KT)  
Rebecca Welborn (RW)

**Absent**

Tonya Battle (TB)  
Jaqueline Blue (JB)  
Howard Holcomb (HH)  
Jonathan Parsons (JP)

II. Approval of Meeting Minutes - August 2010

*Approved with corrections (M- MH; S- DJ) 8/0*

*Voting occurred on Aug 28*

*Correct Todd's name "Parrott"*

*Committee welcomed Wanona Satcher as a new member*

III. Golden Leaf Awards

A. Master Schedule of Tasks (Straw)

B. Organization (Conitzer & Welborn)

*Voting for People's Choice is underway, ends 9/21*

*KT has contacted a consultant for helping to organize GLA next year, has submitted mini-grant from RAB for hiring consultant (\$5000)*

C. Logistics (Straw & Stobert)

*DJ shared a draft of the winners brochure*

*AK shared list of last minute items to do; Commissioners volunteered for tasks*

*SS shared a timeline of the ceremony*

*SS shared rental (state and chairs) information (attached)*

*Set up on Day Of at 3:30*

*Dress Rehearsal LS will schedule a time with the building contact for Monday 9/27 lunch – will email Commission and DP confirmation*

*LS shared AV rental info*

*RW discussed decoration of the hall using plants, she will investigate rentals or in kind donations*

D. Marketing (Blue) JB was not present to give update

E. Fundraising (Parrott)

Approved 10/20/10 9-0

Staff Contact: Anne Kramer, Planner

919.560.4137 x28271 ▪ [anne.kramer@durhamnc.gov](mailto:anne.kramer@durhamnc.gov)

[http://www.durhamnc.gov/departments/planning/appearance\\_commission\\_review\\_calendar2010.cfm](http://www.durhamnc.gov/departments/planning/appearance_commission_review_calendar2010.cfm)

*TP shared the latest budget  
Cash pledged donations about \$6900; In Kind pledged donations about \$4000  
Cash in hand is about \$3150; about \$3000 outstanding in cash  
Outstanding items: AV, Stage and rentals, security, caterer, plant decor  
TP will work with KDB to organize payment for rentals and AV and will  
coordinate results with SS and LS*

F. KDB partnership (Hough) *no additional discussion*

IV. New Business *none*

V. Unfinished Business

A. Project Selection Discussion

*LS mentioned that Chamber of Commerce has a community component for their master plan, suggested that Commission consider this as part of project  
More discussion next month*

B. Revisions to ByLaws - *Continued to next month*

VI. Committee Reports and Announcements

A. Review Committee, Derek Jones *no additional discussion*

B. KDB Liaison, Mark Hough *no additional discussion*

C. DAAG Liaison, Kevin Turner *no additional discussion*

D. Public Art Task Force Liaison, Mark Hough

*HM advised the Commission that this group will be retooled as a citizen appointed group*

E. Staff Announcements

1. DDRT representative – *Staff will contact KT if meeting will be held*

2. Comprehensive Plan Review – *commissioners are to review Chapter 4, Community Character and Design Element, and will discuss consolidate suggestions from the Commission at October full Commission meeting  
Review Committee will review and draft comments at meeting on first Thursday of October*

F. D Police Master Plan Facility Meeting

*TP and MA attended first meeting for community involvement; Master Planning has begun, website: [durhampolice.com](http://durhampolice.com)*

IX. Adjournment

*7:30 M- MH; S- LS 8/0*